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Throughout, units are divided into two sections--practical skills of oral communication and basic skills of grammar and mechanics. There is gradual development of skills in the respective areas with review, drill, and an added achievement in each unit. For example, oral communication starts with speaking distinctly, and progresses to oral directions, reports, telephone use, manners, and practical exercises such as job interviews.

Under grammar and mechanics, Level I emphasizes verb use, with additional verbs added in each unit, and gradual knowledge of sentences. Capital letters, punctuation, spelling, form, listening, and handwriting are included. Level II continues sentence understanding and spelling lessons. Some writing is done and deals with practical uses such as letters, compilation of addresses, telephone numbers and shopping lists, and completion of forms and applications.

Six units of six weeks each are outlined, step-by-step, under each level.

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OUTLINE

of

LANGUAGE -- LEVELS I and II

for

Talent Preservation Project Classes

in

Secondary Schools

Grades Seven and Eight

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Houston Public Schools

September 1963

Level I ..... Pages 1-12
Level II ..... Pages 13-26

LANGUAGE

Level I

First Six Weeks

1. Practical Skills of Oral Communication

Orienting students to the new school and key personnel
Participating in committee planning
Discussing and agreeing upon a code of behavior for the class
- Acknowledgment of one's responsibilities
- Respect for the rights and property of others
- Desirable attitudes toward study and work
- Common practices of classroom courtesy

Speaking distinctly
Drilling on pronouncing ing words
Saying t, d, p word endings clearly

Offering and accepting suggestions politely
Making and acknowledging introductions
Memorizing the pledge of allegiance to the flag

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly:
- is and are
- was and were
- bring and brought
- teach and taught
- learn and learned
- went and gone

Developing sentence sense
Thinking about whether groups of words do or do not express thought
Learning that sentences express complete thought
Differentiating between groups of words that are sentences and groups of words which are sentence fragments
Learning that a statement is a declarative sentence
Learning that a group of words which asks a question is an interrogative sentence
Practicing writing declarative sentences
Practicing writing interrogative sentences
Practicing writing responses to original interrogative sentences using the words of the question

Learning the rules for the use of capital letters in writing
- labels
- titles of persons
- titles of poems, reports, books
- name of a person
- name of the school
- the word I
- the first word of a sentence
- days of the week, months of the year

Learning the following uses of punctuation marks

Period
- after a statement
- after an abbreviation
- after an initial

Question mark
- after an interrogative sentence

3. Spelling

Studying Units 1-6 Basic Goals in Spelling
Recording functional needs
Listing misspelled words
Developing habits of proofreading to find spelling errors

4. Form

Observing margins, indentations and indorsement of papers as outlined in English Form Book, 62CBP1

5. Listening

Listening thoughtfully and courteously to class explanations
Listening attentively to literature (stories, poems, biography, drama, and factual reports) read by the teacher

6. Handwriting

Developing habits of neatness, legibility, and correct arrangement on the page
Improving letter formations

Level I

Second Six Weeks

1. Practical Skills of Oral Communication

Reviewing skills of previous six weeks as needed
Giving and following oral directions
Participating courteously in conversation
Discussing mutual class problems
Relating personal experiences as a readiness to writing
Discussing and agreeing upon a code of personal behavior
- Consideration for others
- Respect for authority
- Respect for self

Speaking distinctly
Drilling on the th, ch, sh sounds
Pronouncing every syllable in the word correctly
Pronouncing correctly:

tests	asks
get	can
our	are

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly:

did	done
saw	seen
gave	given
began	begun
rang	rung

Using to, too and two correctly

Developing sentence sense
Reviewing the declarative and interrogative sentences and marks of terminal punctuation
Learning that a sentence which expresses strong feeling is an exclamatory sentence
Learning that a sentence which expresses a command is an imperative sentence
Continuing to differentiate between the complete sentence and the sentence fragment
Writing many original declarative, interrogative, imperative and exclamatory sentences

Learning the rules for the use of the capital letter in writing
the name of a pet
the name of a country
the name of the people who live in a country
the name of a street or an avenue and the words street and avenue

Learning the following uses of punctuation marks
Period
after a command
after a number on a list
Exclamation Mark
after an exclamation
Comma
between the name of a city or town and the name of a state
between the day of the month and the year

3. Spelling

Studyi ng Units 7-12, Basic Goals in Spelling and related phonetic principles

4. Form

Observing margins, indentations, and indorsement of papers as outlined in English Form Book, 62CBP1

5. Listening

Listening for picture words, action words, and words that appeal to the senses

6. Observing

Developing an awareness of environment

7. Handwriting

Improving the relative size of letters

Level I

Third Six Weeks

1. Practical Skills of Oral Communication

Giving brief reports
Keeping to the subject during group discussions
Sharing favorite poems

Telephoning
- Using the directory in locating numbers
- Answering the telephone correctly
- Conducting a social conversation
- Terminating a social call politely
- Responding to "wrong numbers"

Exploring and solving class and individual problems
Discussing and agreeing upon a code of personal behavior
- Individual responsibility for reputation of school
- Individual responsibility for personal reputation
- Individual responsibility as an American citizen

Speaking distinctly
Pronouncing correctly:

picture	just
pitcher	for
library	days of the week
	months of the year

Saying word groups distinctly:

can't you	won't you
let me	could have

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly:
- broke and broken
- climbed
- sit, sat, and set
- said
- ate and eaten
- ran and run

Using there is, there was, and there were correctly

Sentence Sense

Learning the essential parts of the sentence, the subject and predicate
Learning to identify nouns and verbs
Writing sentences by supplying strong, expressive verbs to agree with given subjects
Writing sentences by supplying appropriate subjects to agree with given predicates
Writing summary sentences of stories read (answering at least three of the five W's of journalism)
Reviewing the four kinds of sentences and the correct terminal punctuation of each
Alphabetizing short lists of simple words all of which have different initial letters
Learning the following uses of the capital letter in writing the words Mr., Mrs., Miss

3. Spelling

Studying Units 13-18 Basic Goals in Spelling

4. Form

Observing margins, indentations, and indorsement of paper as outlined in English Form Book, 62CBP1

5. Listening

Listening to grasp the main idea of paragraphs read by the teacher

6. Observing

Enjoying the beauty of nature and man-made objects

7. Handwriting

Practicing the beginning and ending strokes of letters
Practicing connecting strokes of letters

Level I

Fourth Six Weeks

1. Practical Skills of Oral Communication

Giving brief reports on articles read in SRA laboratory
Discussing school events of interest
Discussing the importance of honesty in accomplishing school work
Choral reading of poetry within the realm of understanding and appreciation

Telephoning
Scheduling or cancelling an appointment
Requesting information of the operator

Dramatizing a short story which the class had read
Role playing to solve a common group problem

Speaking distinctly
Pronouncing correctly

poem	United States of America
again	remember
across	interesting
often	

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly:

took	and	taken
rode	"	ridden
draw	"	drawn
knew	"	known
came	"	come
wore	"	worn

Using doesn't and don't correctly

Developing sentence sense
Writing the plural forms of nouns by adding s and es
Writing plural forms of verbs
Writing sentences in which there is agreement of subject and verb
Building sentences in which there is agreement when subject is provided
Building sentences in which there is agreement when predicate is provided

Reviewing the uses of the capital letter previously learned

Learning the rules for the use of the capital letter in writing
the name of a club
the title of a person
the name of a company

Reviewing the uses of the period, question mark, and exclamation mark

Learning the following uses of the comma
to separate the last name from the first name of a person when the last name is written first
to set off names of persons addressed

Alphabetizing short lists of proper nouns all of which have different initial letters
Alphabetizing lists of names when the last name is written first

3. Spelling
Studying Units 19-24 Basic Goals in Spelling

4. Form
Observing margins, indentations, and indorsement of papers as outlined in English Form Book, 62CBP1

5. Listening
Listening for new words recently encountered in reading
Keeping a list for sharing with the class

6. Observing
Sharpening powers of observations as a means of self-expression

7. Handwriting
Spacing letters, words, and sentences evenly

Level I

Fifth Six Weeks

1. Practical Skills of Oral Communication

Using brief informal notes to deliver reports on current events
Telling humorous anecdotes
Sharing favorite stories and books with the class

Telephoning
Securing information from the yellow page directory
Making calls to local business houses

Pronouncing each syllable of every word clearly
Pronouncing correctly:

wonderful	than
against	once
then	because
automobiles	eraser
exact	electric
	situation

Avoiding the use of the double negative

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly:

spoke	and	spoken
chose	"	chosen
threw	"	thrown
grew	"	grown
wrote	"	written
sang	"	sung

Reviewing frequently the verbs presented during previous periods
Learning the value of the adjective modifiers
Building sentences from given subject and verb by adding adjective modifiers
Practicing replacing the generally used adjectives such as nice, good, fine with specific precise adjectives
Improving original sentences through careful selection of modifiers
Writing short paragraphs developing topic sentences supplied by the teacher
Writing simple directions or recipes in proper sequence

Continuing to alphabetize short lists of words all of which have different initial letters
Reviewing and relearning (if necessary) the rules of capitalization, punctuation, and usage previously studied

3. Spelling
Studying Units 25-30 Basic Goals in Spelling
Studying individual lists of personal spelling errors

4. Form
Observing margins, indentations, indorsement and numbering outlined in English Form Book, 62CBP1

5. Listening
Speculating about the points a guest speaker will make
Discussing speech after it is given and deciding on speaker's main points

6. Handwriting
Spacing of letters, words, and sentences
Practicing slanting of letters

Level I

Sixth Six Weeks

1. Practical Skills of Oral Communication

Extending congratulations to fellow classmates
Introducing guests to the class
Expressing gratitude of the class to visitors
Offering apologies for errors and oversights
Expressing a conflicting point of view with tact
Supporting conflicting viewpoint with facts
Sharing with class personal experiences enjoyed during field trips, excursions, or after school hours
Dramatizing interesting highlights of current news events
Broadcasting reports, poetry, and small group discussions into classroom by use of the public address system
Improving speech by eliminating "ah's" and unnecessary "ands"

Telephoning
- Extending invitation
- Accepting invitation
- Declining invitation

Pronouncing correctly

lion	toward
geography	history
suppose	excuse
accept	except

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly

drove	and	driven
blew	"	blown
drank	"	drunk
flew	"	flown
became	"	become
tore	"	torn

Developing sentence sense
Reviewing the four kinds of sentences

Practicing writing social notes for the purpose of
expressing appreciation
inviting guests to class or into one's home
offering apologies
extending congratulations
expressing sympathy
accepting invitations
expressing regrets
Addressing the envelope for the social note

Learning the rules for the use of capital letters in writing the words mother, father, cousin, aunt, and uncle in the greeting of a letter

3. Spelling
Studying Units 13-18 Basic Goals in Spelling and related word study skills

4. Form
Observing margin, indentations, indorsement, and numbering of papers as outlined in English Form Book, 62CBP1

5. Listening
Listening to grasp the main ideas and supporting details
Listening to tape recordings of class discussions to detect opportunities for improvement of oral language

6. Handwriting
Practicing spacing and slanting letters and words

LANGUAGE

Level II

First Six Weeks

1. Practical Skills of Oral Communication

Reviewing skills introduced at Level I, reteaching as needs indicate

Orienting students to school, campus organizations and activities, key personnel, and school policies

Participating actively in purposeful class discussions of group problems or current events

Drafting a simple constitution or framework of rules for class government

Formulating a plan for improving study and work habits
concentrating on what one is studying
making a study schedule and keeping it
keeping a written record of class assignments
using the SQ3R formula to review all assignments before reading for details
listening courteously and thoughtfully to oral presentations
increasing vocabulary by acquiring one new word each day

Pronouncing every syllable of a word distinctly
Reproducing the long and short vowel sounds correctly
Accenting proper syllables of words

2. Basic Skills of Grammar and Mechanics

Reviewing the four kinds of sentences, terminal punctuation, the two essential parts of the sentence (subject and predicate), nouns and verbs, plural forms of nouns and verbs, adjective modifiers

Writing many original sentences for use in identifying complete subject, complete predicate, simple subject, simple predicate, and adjective modifiers

Reviewing the three principal parts of all irregular verbs introduced at Level I

Reviewing the uses of capital letters introduced at Level I

Reviewing the uses of the period, question mark, exclamation point, the comma introduced at Level I

Writing the possessive forms of singular nouns

Writing and using correctly the contractions of the following

are not	do not	they are
was not	does not	that is
is not	would not	were not
can not	we are	they are
has not	have not	could not
I am	you are	he is
I shall	let us	did not

Learning the following uses of the apostrophe
in a contraction
in a singular possessive noun

Identifying the pronoun and choosing the correct case for given sentences

3. Spelling
Studying Units 1-6 Basic Goals in Spelling
Compiling a personal list of individual's errors

4. Form
Observing margins, indentations, and indorsement of papers as outlined in English Form Book, 62CBP1

5. Listening
Listening thoughtfully and courteously to class discussions by following the TQLR plan presented in the SRA Laboratory

6. Handwriting
Developing the habit of writing legibly, neatly, any work which is to be read by others

Level II

Second Six Weeks

1. Practical Skills of Oral Communication

Greeting and receiving guests (readiness training for employment as receptionist)

Telephoning

Requesting specific information concerning advertisements, travel schedules, numbers not in the directory

Receiving, recording and relaying messages

Dispatching a telegram

Discussing problems as a member of a panel
Sticking to the subject of discussion

Serving as moderator of a panel discussion
Keeping discussion moving in a lively manner
Summarizing the discussion upon conclusion

Practicing pronouncing the following words distinctly

our	and	are
an	"	and
whether	"	weather

Distinguishing between f and y sounds

2. Basic Skills of Grammar and Mechanics

Using the following verbs correctly

lay	and	lie
teach	"	learn
may	"	can
swim	"	dive
drank	"	drunk
froze	"	frozen

Using the following words correctly

scarcely	hardly
of	have

Learning the parts of a friendly letter
Writing interesting friendly letters
Learning how social letters differ from personal notes and friendly letters
Writing social letters of
invitation, acceptance, regret, appreciation
congratulations, sympathy, introduction

Folding letters
Addressing envelopes
Filing copies of letters according to subject
Writing telegrams and post card messages

Learning the following additional uses of the capital letter in writing
the first word in the greeting of a letter
words such as mother, father, cousin, aunt and uncle when used in the greeting of a letter
the first word in the closing of a letter
all words in the heading of a letter

Learning that all words are spelled out in full in the heading of a letter

Learning the following additional uses of the comma
after the greeting in a friendly letter
after the closing in a friendly letter
after the zone number in the address

Writing the possessive forms of plural nouns
Writing plural forms of nouns which require a change in spelling

knife	knives
child	children

3. Spelling
Studying Units 13-18, Basic Goals in Spelling
Maintaining personal list of individual spelling errors

4. Form
Observing margins, indentations, and indorsement of papers as suggested in English Form Book, 62CBP1

Following suggested procedure for letter writing in English Form Book

5. Listening
Listening to the teacher read models of friendly and social letters
Deciding why certain letters are more effective than others

6. Handwriting
Emphasizing legibility and neatness

Level II

Third Six Weeks

1. Practical Skills of Oral Communication

Organizing a P.E.P. Club (Pre-Employment Preparation)

Observing the essential fundamentals of parliamentary order

Discussing the characteristics of the successful worker
- reliability
- honesty
- performs each task to the very best of his ability
- reports to work punctually
- cheerful and even-tempered
- works well with others
- courteous
- industrious
- respected by fellow workers

Making simple announcements at meetings

Exploring employment possibilities in the area
Learning of training requirements for specific jobs

Gaining greater appreciation for the importance of accurate communication in the world of work

Telephoning
- Placing classified ads in a newspaper
- Replying to classified ads in a newspaper
- Making reservations for travel or lodging
- Ordering merchandise advertised in newspaper
- Summoning the police department, fire department, or emergency corps

Learning the procedure for filing application for social security card

Continuing work on improvement of pronunciation and enunciation

Avoiding the following vulgarisms

theirselves	instead of	themselves
hisself	"	himself
nowheres	"	nowhere

Saying groups of words such as

going to	what do you	can't you
won't you	let me	wouldn't you
couldn't you		what did you

Replacing substandard speech habits and patterns with socially accepted ones

2. Basic Skills of Grammar and Mechanics

Using the following words correctly

there's	theirs	
their	there	they're
whose	who's	
them	those	

Using this, that, these and those correctly

Using good and well correctly

Writing business letters to
- make arrangements for field trips
- request free materials
- apply for Saturday or after-school employment

Addressing envelopes for business letters

Reviewing nouns, verbs, adjectives and pronouns

Learning to identify adverbs which modify verbs

Writing sentences built around given verbs supplying adverbs which tell when, where and how

Using adjectives and adverbs correctly in original sentences

Learning the additional use of the colon in writing the greeting of a business letter

Writing very brief, simple minutes of the club meetings

Completing application blank for social security card

3. Spelling
   Studying Units 19-24 Basic Goals in Spelling
   Using the dictionary to check uncertain spellings

4. Form
   Observing margins, indentations and indorsement of papers as suggested in English Form Book, 62CBP1

   Following suggested procedure for business letter writing as set forth in English Form Book

   Preparing minutes of club meeting in accordance with suggestions contained in English Form Book

5. Listening
   Listening to descriptive paragraphs and identifying modifiers which author used for effective communication

6. Handwriting
   Emphasizing neatness and legibility

Level II

Fourth Six Weeks

1. Practical Skills of Oral Communication

Observing simple parliamentary order in conducting organizational meetings

Discussing the advantages for the following work practices
- Obeying safety rules for personal protection
- Reporting promptly any absence or tardiness
- Complying with company policy concerning coffee breaks and lunch hours
- Following instructions carefully and thoroughly
- Applying one's self diligently to the task
- Discharging one's responsibility with a sense of pride

Continuing to discuss the availability of employment prospects for the semi-skilled and non-skilled workers in the Houston area

Learning the procedure for securing a health card

Telephoning
- Making a long distance call with the charges paid and with the charges reversed
- Inquiring about failure of delivery of an order
- Registering complaint about the late delivery of an order, the laundry, or daily paper
- Transacting business by selling subscriptions to newspapers and magazines, or tickets to benefit performances
- Conducting a simple survey
- Continuing efforts to improve pronunciation and vocabulary

2. Basic Skills of Grammar and Mechanics

Using the following words correctly:

doesn't	and	don't
a	"	an
who	"	whom
here	"	hear
good	"	better

Using a capital letter to begin main heads and subheads

Using a period after a numeral or letter in an outline

Outlining two paragraphs of SRA Rate of Power Builders

Outlining three paragraphs in the reader or the history text

Preparing a simple outline for a future composition (including at least two main heads and at least three subheads)

Writing the two paragraph composition from the outline

Completing sentences by supplying pronouns that agree with the antecedents

Diagramming the two essential elements of the sentence and using the "blueprint" to build longer, colorful sentences (optional)

Alphabetizing lists of words in which the second letter must be considered

Filing clippings from newspapers and magazines according to topics

3. Spelling
Studying Units 19-24 Basic Goals in Spelling
Maintaining personal list of individual's spelling errors
Continuing to use the dictionary to check uncertain spellings

4. Form
Observing margins, indentations, and indorsement of papers as suggested in English Form Book, 62CBP1

Following suggested procedure for outlining as recommended in English Form Book

Observing the procedure for outlining as recommended in English Form Book

5. Listening to class discussion and remarks of visitors for the purpose of identifying main ideas and significant details

6. Handwriting
Emphasizing legibility and neatness

Level II

Fifth Six Weeks

1. Practical Skills of Oral Communication

Establishing standards to be observed in interviewing
- Requesting appointment
- Reporting promptly
- Appearing neatly groomed
- Arriving equipped with pen and paper
- Thinking through in advance possible questions
- Preparing to answer anticipated questions
- Answering questions truthfully and courteously
- Listening attentively
- Expressing appreciation for the interview

Formulating a list of questions to be used in interviewing classmates and friends

Interviewing members of the class to secure interesting biographical information

Interviewing citizens of the community and members of the school faculty and staff

Reporting the results of interviews to the class

Role-playing interviews with famous and fictitious characters

Role-playing interviews between employers and applicants for employment

Telephoning
- Requesting appointment for the interview
- Soliciting information from the transit company in order to report for interview
- Requesting re-scheduling of interview due to unavoidable circumstances

Continuing to strive to improve speech habits and patterns

2. Basic Skills of Grammar and Mechanics

Reviewing nouns, verbs, adjectives, adverbs, and pronouns
Identifying prepositions and prepositional phrases
Adding prepositional phrases to sentences

Writing many original sentences in which prepositional phrases are used to modify nouns

Writing many original sentences in which prepositional phrases are used to modify verbs

Learning the additional uses of the comma
to set off the name of the person addressed
to set off words like yes, no, well, oh
to separate the exact words of the speaker from the rest of the sentence

Learning to use quotation marks around the exact words of the speaker

Writing sentences and paragraphs in which there is conversation

Alphabetizing lists of words in which the third letter must be considered

Writing letters requesting an appointment for an interview

Writing notes during the interview

Writing letters expressing appreciation for the interview

3. Spelling
Studying Units 25-30 Basic Goals in Spelling
Maintaining personal list of individual's errors
Continuing to use the dictionary to check on uncertain spellings and meanings of words

4. Form
Observing margins, indentations, and indorsement of papers as suggested in English Form Book, 62CBP1

5. Listening
Listening to practice interviews and evaluating each according to the standards the class established

6. Handwriting
Emphasizing neatness and legibility

Level II

Sixth Six Weeks

1. Practical Skills of Oral Communication

Polishing oral language skills by practicing conversation, discussions, explanations, announcements, directions, introductions, reports, panels, interviews

Stressing the skills for which there is greatest need for improvement

Reading trade books and articles concerning one's chosen field of employment

Interviewing workers engaged in the field of employment in which one is interested

Compiling lists of words peculiar to one's chosen field of employment

Taping reports for purpose of analysis and improvement of language usage

Telephoning
- Reviewing previous activities as need indicates
- Writing orders received by telephone
- Writing messages for others

2. Basic Skills of Grammar and Mechanics

Reviewing the four kinds of sentences

Acquiring some skill in using the compound sentence

Varying the sentence patterns within the paragraph

Reviewing the verb
- Practicing using the past tense
- Selecting appropriate form of to be verb as auxiliary
- Using the three principal parts of the verbs see, do, come and go (responsible for majority of errors in usage)
- Using plural verb with compound subjects
- Selecting correct verb form when the subject and predicate are separated by prepositional phrase

Differentiating between the common noun and the proper noun

Identifying interjections to add forcefulness to writing

Using interjections to add forcefulness to writing

Choosing words with strong sensory appeal

Writing purposeful friendly letters
- to share a funny episode
- to relate exciting news
- to report an interesting experience

Writing business letters
- to apply for employment
- to request permission to give another's name as reference
- to express appreciation for a recommendation

Writing functionally
- lists of addresses and telephone numbers
- shopping lists
- restaurant orders
- recipes
- easy-to-follow directions
- sequential instructions for another to follow

Completing the following types of application blanks:
- driver's license
- library card
- work permit
- employment
- enlistment in the military service
- charge accounts
- public utility service
- organizational membership
- money orders

Completing the following types of forms
- school enrollment cards
- school schedule cards
- mail order blanks
- contest entries
- sales slips
- receipts
- reference blanks
- other types of questionnaires

3. Spelling
   Studying Units 30-36 Basic Goals in Spelling
   Reviewing the list of words each individual compiled during the year
   Continuing to use the dictionary

4. Form
   Continuing to observe the forms recommended in English Form Book, 62CBP1
   Intensifying stress on absolute necessity for careful attention to form in completing blanks and forms

5. Listening
   Listening to fellow students read directions and instructions
   Evaluating on basis of individual's ability to follow

6. Handwriting
   Emphasizing the continuing need for legibility and neatness